

ORDINANCE NO. 48-983

AN ORDINANCE OF THE CITY OF WICHITA PERTAINING TO A CHANGE TO THE RULES OF PROCEDURE OF THE CITY COUNCIL; AMENDING SECTION 2.04.190 OF THE CITY CODE; AND REPEALING THE ORIGINAL OF SAID SECTION.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF WICHITA, KANSAS:

Section 1. Section 2.04.190 of the Code of the City of Wichita, Kansas, shall be amended to read as follows:

Sec. 2.04.190. Order of Council Business at Regular Meetings.

Regular meetings of the council shall be conducted according to the standing rules of procedure of the council in the following order of business:

I. Opening of Regular Meeting

- A.** Call to Order. Promptly at the hour appointed for the meeting of the council, the mayor, or in his/her absence, the successor presiding officer shall take the chair and shall call the city council meeting to order.
- B.** Invocation. The presiding officer shall announce the invocation to be given by a member of a rotating panel invited for such purposes from all the religious faiths in the community.
- C.** Pledge of Allegiance. The presiding officer will lead in the presentation of the Pledge of Allegiance to the flag of the United States of America.
- D.** Attendance. The clerk shall note the attendance of the council members and shall enter as a matter of record their presence or absence during all or any part of the meeting.
- E.** Approval of Minutes of Previous Meeting. Minutes of the previous meeting or meetings shall be amended, corrected and approved and if approved by a majority of the quorum present shall be entered in the permanent records of the city without being subject to further change or amendment. Minutes of previous meetings shall not be read aloud in their entirety unless so required by a vote of a majority (four) of the council.
- F.** Awards and Proclamations. The presiding officer will present the scheduled awards and proclamations.
- G.** Public Agenda. A public agenda shall be considered by the council. No action will be taken relative to items on this agenda other than referral to the City Manager for information. Requests to appear will be placed on the agenda on a "first-come, first-

served" basis. Except as otherwise directed by the Presiding Officer of a regular meeting: (1) this portion of the meeting is limited to thirty minutes and shall be subject to a limitation of five minutes for each presentation with no extension of time permitted, (2) no speaker shall be allowed to appear more frequently than once every fourth meeting, and (3) members of the public desiring to present matters to the council on the public agenda must submit a request in writing to the office of the city manager prior to twelve noon on the Tuesday preceding the council meeting. The request should state the name of the individual(s) desiring to be heard and the matter to be presented. Substitutes for the individual(s) to be heard or matters to be presented are not permitted. Item requests may be referred, at the discretion of the city manager, to appropriate staff for mediation prior to being placed on the public agenda if the individual(s) consents to said referral. Matters pertaining to personnel, quasi-judicial cases, litigation and violations of laws and ordinances are excluded from the agenda. Rules of decorum will be observed and enforced as provided in this Code.

II. Consent Agendas.

The consent agendas shall consist of the City Council Consent items and the Planning, Housing and Airport Consent items. The consent agendas shall be prepared by the city clerk for each regular meeting or workshop. They shall be restricted to the necessary actions to be taken by the council in connection with the second reading of ordinances, routine resolutions or contracts in which the project has been previously approved by the council, routine planning matters and routine matters to be approved by the Housing Authority and Airport Authority. The consent agendas and items on the consent agendas shall be listed separately on Attachment 1 – Consent Agendas Items. Each consent agenda list shall be considered as a consensus agenda and an affirmative vote of the council on each of the consent agendas will allow and be construed as an affirmative vote to take the recommended action as stated on each item, provided that when a council member has been recorded as voting against an ordinance on first reading, the council member shall be recorded as voting the same on subsequent readings on the consent agendas, unless otherwise indicated by the council member. Any item on one of the consent agendas may be considered separately by request of any member of the council or the city manager, in which event it will be set aside for separate discussion and remaining items on the consent agendas will be voted upon as a consensus agenda.

III. Council Business.

- A.** Unfinished Council Business. Items on this agenda will be those items of unfinished business carried over from previous meetings and designated for further consideration by the council.
- B.** New Council Business. The new business agenda shall be prepared by the city manager and shall include all items to be presented officially to the city council by the city manager. Each item shall include sufficient summary explanation to make clear to

members of the council and the public the matter to be discussed and the action requested. Additional or supplemental information may accompany the agenda or follow as soon thereafter as practicable. Items on this agenda shall be presented by the city manager or such members of the staff as the city manager may designate. Generally speaking, the order of presentation shall follow the agenda except as may be directed otherwise by the presiding officer and each item shall be concluded before the next item is discussed. Except for questions from council members for purposes of clarification, the manager shall be permitted to explain fully each individual item before detailed questions or discussion is had either by the members of the council or by members of the public present. Following the complete presentation of each item on the agenda and the specific recommendation of the city manager in connection with each item presented, the matter shall be opened for discussion from the floor to members of the public.

IV. Council Business Submitted by City Authorities.

- A. Planning Agenda.** The Planning Agenda shall be prepared by the City Manager and shall consist of Planning Consent Agenda items and Non-Consent Planning Agenda items. Planning Consent Agenda items shall be listed on Attachment 1- Consent Agendas Items. Non-Consent Agenda Items shall be listed on the Non-Consent Planning Agenda. Items on the planning agenda shall include all regulatory and policy matters, which carry the recommendation of the metropolitan area planning commission, and may include other matters referred to the city council from the planning department. The city manager may designate a time certain for hearing on items on this agenda that are of public interest. Public hearings on planning items are conducted by the planning commission under provisions of state law. Additional hearing on zoning applications will not be conducted by the council unless a written statement is filed with the city clerk by five p.m. on the Wednesday preceding the meeting in question:
1. Alleging unfair or incomplete hearing before the planning commission; or
 2. Alleging new facts or evidence that was unavailable at the Planning Commission hearing; the council will determine from the written statement whether or not to return the matter to the planning commission for rehearing.
- B. Housing Agenda.** The city council meets as the governing body of the housing authority for consideration and action on items on this agenda, pursuant to state law, HUD regulations and city ordinance. The meeting of the housing authority is deemed called to order at the start of the Housing Consent Agenda and Non-Consent Housing agenda and adjourned at the conclusion of each. The designated housing member is also assembled with the city council, but only for purposes of the housing agenda portion of the meeting. The Housing Agenda shall consist of Housing Consent Agenda items and Non-Consent Housing Agenda items. Housing Consent Agenda items shall be listed on Attachment 1- Consent Agendas Items. Non-Consent Agenda Items shall be listed on the Non-Consent Housing Agenda.

- C. Airport Agenda. Pursuant to state law and the city's home rule powers, the city council meets as the governing body of the airport authority for consideration and action on items on this agenda. The meeting of the airport authority is deemed called to order at the start of the Airport Consent Agenda and the Non-Consent Airport Agenda and adjourned at the conclusion of each. The Airport Agenda shall consist of Airport Consent Agenda items and Non-Consent Airport Agenda items. Airport Consent Agenda items shall be listed on Attachment 1- Consent Agendas Items. Non-Consent Agenda Items shall be listed on the Non-Consent Airport Agenda.

V. Council Agenda.

- A. Council Member Agenda. The Council Member Agenda shall be used by individual council members to request that items or projects be placed on a future agenda for consideration by the council. A majority vote (four) shall be required to put an item on a future agenda and direct staff to begin work on the item.
- B. Council Member Appointments. Appointments to city boards and commissions shall be made pursuant to Chapter 2.12 of this Code. The mayor or vice mayor shall make at-large appointments as required by state law or city ordinance.

Section 2. The original of Section 2.04.190 of the Code of the City of Wichita is hereby repealed.

Section 3. This ordinance shall be included in the Code of the City of Wichita, Kansas, and shall take effect beginning with the regular City Council meeting of May 3, 2011 and all regular meetings thereafter, and publication once in the official city paper.

PASSED by the governing body of the City of Wichita, Kansas, this 12th day of April, 2011.

Carl Brewer, Mayor

ATTEST:

Karen Sublett, City Clerk

Approved as to Form:

Gary E. Rebenstorf, Director of Law